



## **HUMAN RESOURCES ANALYST II**

**Opening Date:** November 18, 2010  
**Closing Date:** Open Until filled  
**Position Category:** Full-time, Confidential Position

The City Of Woodburn seeks a results oriented professional, with excellent problem- resolution skills to fill a new position in the City Human Resources Department. This position will provide consultative as well as organizational support in all functional human resources areas, including employee relations, classification and compensation, recruitment, benefits and development of policy and procedure and City-wide programs. In addition, the Human Resources Analyst II will conduct complex research and analysis including salary and benefit studies, as well as advise department heads, supervisors and employees on human resources policies and procedures.

**The Ideal Candidate** will have a proven track record demonstrating his/her knowledge of:

- Research methods, report writing, oral communication
- Position classification standards
- Salary survey procedures, methods and administration, including modern methods of setting salaries and other compensation
- The functional responsibilities of a human resources department, including labor and employee relations
- Principles and practices of collective bargaining (traditional and interest based) and dispute resolution including grievance resolution, mediation, arbitration, fact finding and disciplinary process

The successful applicant will also have the ability to:

- Effectively communicate, both orally and in writing
- Exercise objectivity, independent and sound judgment and initiative
- Coordinate employee and labor relations activities with other departments and agencies; represent the department with tact and diplomacy at meetings, training events, functions and conferences
- Establish and maintain collaborative working relationships with all levels of staff and bargaining units.

**Experience and Training:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public administration, business administration, management, human resources, or a closely related field; and three to five years of progressively responsible human resource management experience with an employee base of 150 or more; or an equivalent combination of education and experience which demonstrates the ability to perform the duties of the position.

**Annual Salary Range:** \$50,292 – \$59,676 DOQ plus fringe benefit package, including PERS retirement.

**Supplemental Questions:**

Response to the following Supplemental Questions must be submitted with your application materials. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions. Each answer should be limited to a maximum of two typed and double-spaced pages per question.

1. Describe your experience that demonstrates your knowledge of the principles and practices of fact finding and the disciplinary process.
2. Describe the techniques you have used in the past to conduct position classification studies.
3. Describe your experience in setting challenging and measurable goals and targets for the HR department.

**Submit completed City employment application, resume and supplemental questions in person, by mail, fax or via email to:**

City of Woodburn - HR  
270 Montgomery Street  
Woodburn, OR 97071  
[Terrie.Stevens@ci.woodburn.or.us](mailto:Terrie.Stevens@ci.woodburn.or.us)  
Office: 503-980-2401  
Fax: 503-982-2376

Application materials are available at City Hall, or on the City's website at:  
[www.woodburn-or.gov](http://www.woodburn-or.gov)

*Please see classification specification for detailed position information.*

**Selection Process:**

Those individuals who best meet the qualifications for this position will be invited to an exam at City Hall that will include the following subjects:

- English spelling and vocabulary
- Proofreading
- MS Word
- MS Excel

The top candidates will be invited for an oral interview.

The person selected for this position must provide, at the time of appointment or first working day, appropriate **documentation of citizenship** and ability to work as required by the Immigration and Naturalization Act of 1986.

If you wish to identify yourself as a **qualified individual with a disability** under the Americans with Disabilities Act of 1990, and will be requesting accommodations, that request must be made to the Personnel Officer no later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

If you are a **qualified veteran or a qualified disabled veteran**, please complete and return the City of Woodburn's Veterans Preference Form with appropriate documentation to our Human Resource Department before the close date of the recruitment. The Veterans Preference Form can be found on the City's website at [www.woodburn-or.gov](http://www.woodburn-or.gov) or by contacting the Human Resource Department at (503) 980-2401.

Smoking is not allowed in City buildings. The City Of Woodburn promotes a Drug-Free workplace.

**AN EQUAL OPPORTUNITY EMPLOYER**

